



EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: FEBRUARY 3, 1998
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: THURSDAY, JANUARY 29, 1998

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of January 6, 1998. (Mary Jo Lee, Personnel Director)

ACTION: _____

ITEM #2 Discuss and take appropriate action on a request from Ana M. Whited to become a recipient for donated vacation leave. (Ana M. Whited, Adm./Asst./Hrtg. Tr. Proj. Dir.)

ACTION: _____

ITEM #3 Discuss and take appropriate action on the newly created job description of Systems Analyst for the Purchasing Department. (Piti Vasquez, Purchasing Agent)

ACTION: _____

ITEM #4 Discuss and take appropriate action on the newly created job descriptions for the Nutrition Department as follows: (Rafael Reyes, Nutrition Director).

- a) Change job title of Accounting Clerk to "Accounting Supervisor" and approve the job description.

ACTION: _____

- b) Approve newly created job description of "Homebound Information Specialist".

ACTION: _____

- c) Approve newly created job description of "Information and Referral Specialist".

ACTION: _____

- d) Approve newly created job description of "Assistant Center Director".

ACTION: _____

ITEM #5 Discuss and take appropriate action on the newly created job descriptions for the County Clerk's Office submitted by Hector Enriquez, County Clerk, as follows:

- a) Approve the new job description of Collections Manager.

ACTION:

- b) Approve the new job description of Collections Supervisor.

ACTION:

- c) Approve the new job description of Caseworker

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

ACTION:

ITEM #7 MANUEL D. DIAZ, INVESTIGATOR, MEDICAL EXAMINER'S OFFICE
(JORGE A. LARIOS, INTERIM ADMINISTRATOR)

ACTION:

ITEM #8 AMELIA IBANEZ, CUSTODIAN, FACILITIES MANAGEMENT DEPT.
(TED TRAFFANSTED, BUILDING MANAGER)

ACTION:
