



## 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 FEBRUARY 3, 1998

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 2:05 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 January 6, 1998. (Mary Jo Lee, Personnel Director)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the minutes of regularly scheduled Civil Service Commission meeting of January 6, 1998 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 to become a recipient for donated vacation leave. (Ana M. Whited, Adm./Asst./Hrtg. Tr. Proj. Dir)

**ACTION:** It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the request on Pool Vacation Leave submitted by Ana M. Whited, Adm./Asst./Hrtg. Tr. Proj. Dir.)

MOTION CARRIED

MOTION #4  
ITEM #3 APPROVED.

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

**ACTION:** It was moved by the Michael C. Crowley and seconded by Louis E. Zuniga to approve the newly created job description of Systems Analyst for the Purchasing Department.

Michael C. Crowley - Yes	Daniel G. Mena - No
Louis E. Zuniga - Yes	

MOTION CARRIED.

MOTION #3  
ITEM #4 APPROVED

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

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Daniel G. Mena to change the job title of Accounting Clerk to Assisting Accounting Supervisor and approve the job description.

MOTION CARRIED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Daniel G. Mena to approve the newly created job description of Homebound Information Specialist.

MOTION CARRIED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Daniel G. Mena to approve the newly created job description of Information and Referral Specialist.

MOTION CARRIED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Daniel G. Mena to approve the newly created job description of Assistant Center Director.

MOTION CARRIED

MOTION #5  
ITEM #5 APPROVED

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 Supervisor.

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the newly created job description of Collections Supervisor for the County Clerk's Office.

MOTION CARRIED

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

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the newly created job description of Collections Manager for the County Clerk's Office.

MOTION CARRIED.

- c) Approve the new job description of Caseworker.

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the newly created job description of Caseworker for the County Clerk's Office.

MOTION CARRIED

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).

Chairman Michael C. Crowley announced that the meeting would recess into Executive Session to consider employee grievances pursuant to Texas Government Code Sec. 551.0074, Subsections II and pursuant to Section 551.101. at 2:30 p.m.

Chairman Michael C. Crowley announced that the meeting would recess into closed session to deliberate at 2:40 p.m.

MEETING RECONVENED

Chairman Michael C. Crowley announced that the Civil Service Commission would reconvened into regular open session after Executive Session at 2:45 p.m.

MOTION #6

ITEM #6 GRIEVANCE DENIED BY LACK OF A SECOND

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

FIRST MOTION:

It was moved by Daniel G. Mena to sustain the grievance filed by Mary Ann Kautz, Print Mail Equipment Operator.

Michael C. Crowley - None  
Louis E. Zuniga - None

MOTION FAILS FOR LACK OF A SECOND.

SECOND MOTION:

It was moved by Michael C. Crowley and seconded by Louis E. Zuniga to deny the grievance filed by Mary Ann Kautz, Print Mail Equipment Operator.

MOTION CARRIED

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MOTION #7  
ITEM #7 GRIEVANCE TABLED.

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

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to table the grievance filed by Manuel D. Diaz, Investigator, Medical Examiner's Office until next month. The grievance will be heard March 3, 1998 at 2:00 p.m.

MOTION CARRIED.

Chairman, Michael C. Crowley announced that the meeting would recess into Executive Session at 2:50 p.m.

Chairman, Michael C. Crowley announced that the meeting would recess into closed session to deliberate at 3:25 p.m.

MEETING RECONVENED

Chairman, Michael C. Crowley announced that the Civil Service Commission would reconvened into regular open session after Executive Session at 3:30 p.m.

MOTION #8  
ITEM #8 GRIEVANCE DENIED

AMELIA IBANEZ, CUSTODIAN, FACILITIES MANAGEMENT  
DEPARTMENT (TED TRAFFANSTED, BUILDING MANAGER)

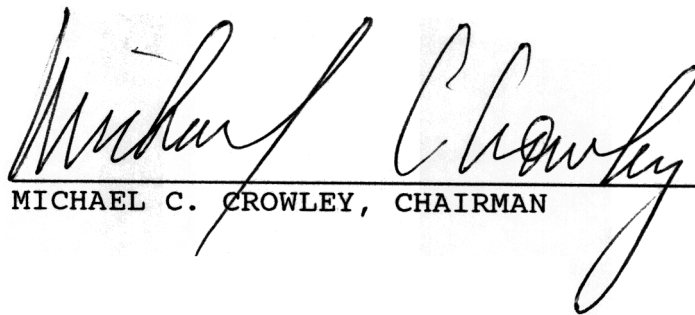
ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to deny the grievance filed by Amelia Ibanez, Custodian.

MOTION CARRIED

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MEETING ADJOURNED

By motion Chairman, Michael C. Crowley, the meeting was adjourned  
at 3:31 p.m.

  
MICHAEL C. CROWLEY, CHAIRMAN

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ESTELA SALGADO, RECORDING SECRETARY