




## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
FAX (915) 546-8126

### MEMORANDUM

**TO:** Department Heads/Elected Officials

**FROM:** Mary Jo Lee, Personnel Director 

**SUBJECT:** RESCHEDULED OF CIVIL SERVICE COMMISSION MEETING

**DATE:** May 6, 1998

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Please be informed that our El Paso County Civil Service Commission regularly meeting of May 5, 1998 has been rescheduled for Tuesday, May 12, 1998 at 2:00 p.m.

If you have any questions pertaining to this matter please feel free to call me.

Thank you.

**cc:** Employees (Agenda Items)  
Civil Service Commissioners



EL PASO COUNTY  
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: TUESDAY, MAY 5, 1998  
TIME: 2:00 P.M.  
PLACE: COMMISSIONERS' COURT CHAMBERS  
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE  
POSTED: THURSDAY, APRIL 30, 1998

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OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of April 7, 1998. (Mary Jo Lee, Personnel Director)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #2 Discuss and approve change of job title from Morgue Histology Supervisor to Histology Technician and approve the newly created job description for the Medical Examiner's Department. (Evans Thompson, Administrator, Medical Examiner's Office)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #3 Discuss and take appropriate action on the newly created job description of Assistant to Panel Bailiff/Coordinator for the Council of Judges Department. (Robert Jackson, Executive Director)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER

ITEM #4 Discuss and take appropriate action on a request from Edna Ibarido, Detention Officer, Juvenile Probation Department, to be a recipient for donated Vacation Leave. (Edna Ibarido, Detention Officer)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #5 Discuss and take appropriate action on a request from Guadalupe Aranda-Ebarguen, Investigator, Medical Examiner's Office, to be a recipient for donated Vacation Leave. (Guadalupe Aranda-Ebarguen, Investigator)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #6 Discuss and take appropriate action on the following job descriptions/job titles for the Public Defender's Office as submitted by Clara Hernandez, Public Defender:

- a) Change job title of Office Manager to **Office Manager/Network Systems Analyst** and approve the newly created job description.

ACTION: \_\_\_\_\_  
\_\_\_\_\_

- b) Change job title of Appellate Secretary to **Administrative Assistant/Grants Officer** and approve the newly created job description.

ACTION: \_\_\_\_\_  
\_\_\_\_\_

- c) Change job title of Executive Secretary to **Senior Legal Secretary** and approve the newly created job description.

ACTION: \_\_\_\_\_  
\_\_\_\_\_