



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 MAY 12, 1998

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

ABSENT: DANIEL G. MENA, COUNTY COMMISSIONER

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

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:07 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 April 7, 1998. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the minutes of regularly scheduled Civil Service Commission meeting of April 7, 1998 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

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MOTION #2

ITEM #2 APPROVED.

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: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the change of job title from Morgue Histology Supervisor, to Histology Technician and approve the newly created job description for the Medical Examiner's Department as submitted by Evans Thompson, Administrator.

MOTION CARRIED

MOTION #3

ITEM #3 APPROVED.

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

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the newly created job description of Assistant to Panel Bailiff/Coordinator for the Council of Judges Department, as submitted by Robert Jackson, Executive Director.

MOTION CARRIED.

MOTION #4

ITEM #4 APPROVED.

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: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request on Pool Vacation Leave submitted by Edna Ibarido, Detention Officer, Juvenile Probation Department.

MOTION CARRIED

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MOTION #5

ITEM #5 APPROVED.

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: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request on Pool Vacation Leave submitted by Guadalupe Aranda-Ebarguen, Investigator.

MOTION CARRIED

MOTION #6

ITEM #6 APPROVED.

Discuss and take appropriate action on the following job description/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: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the job title/change from Office Manager to "Office Manager/Network Systems Analyst" and approve the newly created job description.

MOTION CARRIED

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

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the job title change from Appellate Secretary to "Administrative Assistant/Grants Officer" and approve the newly created job description.

MOTION CARRIED.

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

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the change of job title from Executive Secretary to "Senior Legal Secretary" and approve the newly created job description.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Chairman, Michael C. Crowley, and seconded by Louis E. Zuniga the meeting was adjourned at 2:15 p.m.



MICHAEL C. CROWLEY, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY