



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 JUNE 2, 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
TERRI ALMONTE, PERSONNEL ANALYST

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:08 p.m. by Michael C. Crowley, Chairperson.

MOTION #1
ITEM #1 APPROVED.

Discuss and take appropriate action on minutes of rescheduled Civil Service Commission meeting of May 12, 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 rescheduled Civil Service Commission meeting of May 12, 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 Gerardo Carrasco, Maintenance Asst. L-1, Juvenile Probation Department, to be a recipient for donated Vacation Leave. (Gerardo Carrasco)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request on Pool Vacation Leave submitted by Gerardo Carrasco, Maintenance Asst. L-1, Juvenile Probation Department.

MOTION CARRIED.

MOTION #3
ITEM #3 TABLED.

Accept letter from Edie Rubalcaba to assume responsibility for the selection of all persons who are to be considered for employment within the District Clerk's Office. (Edie Rubalcaba, District Clerk)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to table the responsibility for the selection of all persons who are to be considered for employment within the District Clerk's Office. The Commission is requesting a legal opinion from County Attorney's Office pertaining to the issue.

MOTION CARRIED.

MOTION #4
ITEM #4 APPROVED

Discuss and take appropriate action on job title change of Programmer Analyst III, to "Operations Research Analyst III" and approve the newly created job description for the Consolidated Data Processing Department. (Emery Peterson, Interim Director, Consolidated Data Processing Department)

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ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the job title change of Programmer Analyst III, to "Operations Research Analyst III" and approve the newly created job description for the Consolidated Department as submitted by Emery Peterson, Interim Director.

MOTION CARRIED.

MOTION #5
ITEM #5 APPROVED.

Discuss and take appropriate action on a request from Arnoldo Paredes, Custodian, to be a recipient for donated Vacation Leave. (Arnoldo Paredes, Facilities Management Department)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request on Pool Vacation Leave submitted by Arnoldo Paredes, Custodian, Facilities Management Department.

MOTION CARRIED.

MOTION #6
ITEM #6 TABLED.

Discuss and take appropriate action on rule 1.91 (Sick Leave) of the Civil Service Rules & Regulations Book. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to table the item on rule 1.91 (Sick Leave) of the Civil Service Rules & Regulations Book. The Commission requested a modification of the rules from Mary Jo Lee, Personnel Director, for next month.

MOTION CARRIED

GRIEVANCE

MOTION #7 TABLED.
ITEM #7

DIANA M. RUIZ, SR. ACCOUNTING CLERK, COUNTY TAX OFFICE -
LOUIS ELIAS LOPEZ, ATTORNEY AT LAW (VICTOR FLORES, COUNTY
TAX ASSESSOR/COLLECTOR)

ACTION: FIRST MOTION

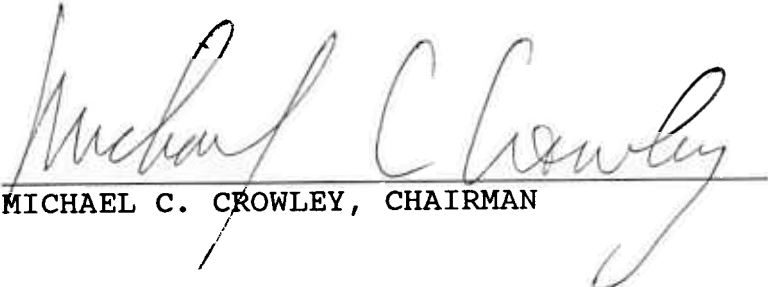
It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to table the grievance submitted by Diana M. Ruiz, Sr. Accounting Clerk, County Tax Office, for the July 7, 1998 Civil Service Commission meeting as requested by grievant's representative.

SECOND MOTION

It was moved by Louis E. Zuniga and seconded by Michael C. Crowley, Chairman, to table the hearing but, that no more extensions will be granted on the grievance filed by Ms. Ruiz.

MEETING ADJOURNED

By motion of Chairman, Michael C. Crowley, and seconded by Louis E. Zuniga the meeting was adjourned at 2:30 p.m.


MICHAEL C. CROWLEY, CHAIRMAN


ESTELA SALGADO, RECORDING SECRETARY