



EL PASO COUNTY
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: TUESDAY, JULY 7, 1998
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: TUESDAY, JUNE 30, 1998

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of June 2, 1998. (Mary Jo Lee, Personnel Director)

ACTION: _____

ITEM #2 Discuss and take appropriate action on a request from Magdalena Pratt, Deputy Clerk, County Clerk's Office, to be a recipient for donated Vacation Leave. (Magdalena Pratt)

ACTION: _____

ITEM #3 Discuss and take appropriate action on the revised version of Civil Service Rule 1.91 (Sick Leave). Tabled from June 2, 1998 Civil Service Meeting. (Mary Jo Lee, Personnel Director)

ACTION:

ITEM #4 Discuss and authorize a change in the County Parks & Recreation Department's manning table as submitted by Pat Alderton, Parks & Recreation Director:

- a) Approve the deletion of a Golf Professional position, Grade 6 Exempt and create (1) temporary full-time Golf Manager position;

ACTION:

- b) Approve the newly created job description of "Golf Manager" Grade 6 Exempt;

ACTION:

ITEM #5 Discuss and take action on Civil Service System/Employment by Departments (OP-98-060). Tabled from June 2, 1998 Civil Service Commission Meeting. (Mary Jo Lee, Personnel Director - Edie Rubalcaba, District Clerk)

ACTION:

ITEM #6 Discuss and take appropriate action on the following changes to the Nutrition Department manning table submitted by Rafael Reyes, Nutrition Director:

- a) change job title of Center Director to **"Assistant Program Director"** and approve the newly created job description;

ACTION: _____

- b) change job title of Accounting Supervisor to **"Program Accountant"** and approve the newly created job description;

ACTION: _____

- c) change job title of Assistant Accounting Supervisor to **"Office Manager"** and approve the newly created job description;

ACTION: _____

GRIEVANCES

ITEM #7 DIANA M. RUIZ, SR. ACCOUNTING CLERK, COUNTY TAX OFFICE -
 LOUIS ELIAS LOPEZ, ATTORNEY AT LAW (VICTOR FLORES, COUNTY
 TAX ASSESSOR/COLLECTOR)

ACTION: _____

ITEM #8 JOSE ZAMORA, UTILITY WORKER I, ASCARATE PARK - LUIS
 BAEZA, AFSCME REPRESENTATIVE (PAT ALDERTON, PARKS &
 RECREATION DIRECTOR)

ACTION: _____
