



COUNTY OF EL PASO

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

MINUTES OF AUGUST 4, 1998

COMMISSIONERS PRESENT: DANIEL G. MENA, INTERIM CHAIRPERSON
LOUIS E. ZUNIGA, COMMISSIONER

ABSENT: MICHAEL C. CROWLEY, CHAIRMAN

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 2:40 p.m. by Daniel G. Mena, Interim Chairperson.

MOTION #1
ITEM #1 APPROVED.

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

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the minutes of regularly scheduled Civil Service Commission meeting of July 7, 1998 with a correction to Item #4 (a) as follows: Approve the deletion of a Golf Professional position, Grade 5 Exempt and create (1) temporary full-time "Golf Manager" Grade 5 Exempt.

MOTION CARRIED

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PAGE 2
CIVIL SERVICE COMMISSION
MINUTES OF/AUGUST 4, 1998

MOTION #2
ITEM #2 APPROVED

Discuss and take appropriate action on a request from Jennifer Utterback, Deputy Clerk, County Clerk's Office, to be a recipient for donated Vacation Leave. (Jennifer Utterback)

ACTION: It was moved by Daniel G. Mena seconded by Louis E. Zuniga to approve the request on Pool Vacation Leave submitted by Jennifer Utterback, Deputy Clerk, County Clerk's Office, to be a recipient for donated Vacation Leave.

MOTION CARRIED.

MOTION #3
ITEM #3 APPROVED

Discuss and approve the newly created job description of Assistant Golf Manager, Grade 6 Non-exempt for the Ascarate Golf Course. (Pat Alderton, Parks & Recreation Director)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the newly created job description of Assistant Golf Manager, Grade 6 Non-exempt for the Ascarate Golf Course as submitted by Pat Alderton, Parks & Recreation.

MOTION CARRIED

MOTION #4
ITEM #4 APPROVED

Discuss and approve the newly created job description of Accountant for the El Paso County Tax Office. (Victor A. Flores, Tax Assessor Collector)

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of Accountant for the El Paso County Tax Office.

MOTION CARRIED.

MOTION #5
ITEM #5 APPROVED.

Discuss and take appropriate action on the newly created job description of Training Coordinator Grade 5 Exempt for the Consolidated Data Processing Department. (Emery Peterson, Interim Executive Director)

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of "Training Coordinator", Grade 5 Exempt for the Consolidated Data Processing Department submitted by Emery Peterson, Interim Executive Director.

MOTION CARRIED

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GRIEVANCE

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE SESSION IS NOT WAIVED. PURSUANT TO OPEN MEETING LOW NO. 6 SECTION 2 (E) AND (G).

Interim Chairperson, Daniel G. Mena announced that the meeting would recess into closed session to deliberate at 3:10 p.m.

MEETING RECONVENED

Interim Chairperson, Daniel G. Mena announced that the Civil Service Commission would reconvened into regular open session after Executive Session at 3:15 p.m.

MOTION #6
ITEM #6 REINSTATED.

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

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to reinstate Jose Zamora, Utility Worker I, Ascarate Park and impose a 30 day suspension without pay.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Interim Chairperson, Daniel G. Mena, and seconded by Louis E. Zuniga the meeting was adjourned at 3:20 p.m.



DANIEL G. MENA, INTERIM CHAIRPERSON



ESTELA SALGADO, RECORDING SECRETARY

