



# 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 SEPTEMBER 1, 1998

COMMISSIONERS PRESENT: MICHAEL C. CROWLEY, CHAIRMAN  
DANIEL G. MENA, INTERIM CHAIRPERSON  
LOUIS E. ZUNIGA, COMMISSIONER

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

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The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:05 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 August 4, 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 August 4, 1998 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

PAGE 2  
CIVIL SERVICE COMMISSION  
MINUTES OF/SEPTEMBER 1, 1998

MOTION #2  
ITEM #2 APPROVED.

Discuss and take appropriate action on the El Paso County Civil Service Rules and Regulations Book. (Hector Enriquez, County Clerk)

**ACTION:** It was moved by Michael C. Crowley and seconded by Louis E. Zuniga to approve the revised version of Rule 2.31 of the Civil Service Rules and Regulations Book to read as follows:

Rule 2.31

Subject to the provisions contained in the following, a full-time regular employee who has served the required probationary period and who has a medical (or family) emergency or other hardship situation likely to require the employee's absence from work for a period of more than ten (10) days and to result in a substantial loss of income to the employee because of the unavailability of paid leave, shall make written application through the employee's department head to the Civil Service Commission to become a pooled leave recipient.

MOTION CARRIED

MOTION #3  
ITEM #3 APPROVED.

Discuss and take action on a job description change, Personnel Analyst to Employment Manager, for the Personnel/Risk Management Department. (Mary Jo Lee, Personnel Director)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the job description change of Personnel Analyst to Employment Manager, for the Personnel/Risk Management Department submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED

MEETING ADJOURNED

By motion of Chairman, Michael C. Crowley, and seconded by Daniel G. Mena the meeting was adjourned at 2:23 p.m.

  
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ESTELA SALGADO, RECORDING SECRETARY