



## 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 OCTOBER 6, 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 2:08 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 September 1, 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 September 1, 1998 submitted by Mary Jo Lee, Personnel Director.

VOTE: YES - Crowley, Zuniga, Mena  
NO - None

MOTION CARRIED

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**MOTION #2  
ITEM #2 APPROVED.**

Discuss and take appropriate action on the revised version of the "Excessive Absence and/or Tardiness Policy" for the County Clerk's Office. (Hector Enriquez, County Clerk)

**ACTION:** It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the revised version of the "Excessive Absence and/or Tardiness Policy" for the County Clerk's Office submitted by Hector Enriquez, County Clerk.

**VOTE:** YES - Crowley, Zuniga,  
NO - Mena

**MOTION CARRIED.**

**MOTION #3  
ITEM #3 APPROVED.**

Discuss and take appropriate action on the newly created job description of "Auto Title Clerk III", Grade G-12, for the County Tax Office. (Victor Flores, Tax Assessor Collector)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the newly created job description of "Auto Title Clerk III" Grade G-12 for the County Tax Office submitted by Victor Flores, Tax Assessor Collector.

**VOTE:** YES - Crowley, Zuniga, Mena  
NO - None

**MOTION CARRIED.**

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MOTION #4  
ITEM #4 APPROVED.

Discuss and take appropriate action on the newly created job description of "Satellite Office Manager-Hospital Unit" for the County Attorney's Office. (Christina Ford, Civil Attorney I)

**ACTION:** It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the newly created job description of "Satellite Office Manager-Hospital Unit" for the County Attorney's Office submitted by Christina Ford, Civil Attorney I.

VOTE: YES - Crowley, Zuniga, Mena  
NO - None

MOTION CARRIED.

**MEETING ADJOURNED**

By motion of Commissioner, Louis E. Zuniga, and seconded by Daniel G. Mena the meeting was adjourned at 2:35 p.m.

  
MICHAEL C. CROWLEY, CHAIRPERSON

  
ESTELA SALGADO, RECORDING SECRETARY