



## 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 DECEMBER 1, 1998

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

ABSENT: MICHAEL C. CROWLEY, CHAIRPERSON

OTHERS PRESENT: MARY JO LEE, PERSONNEL DIRECTOR

---

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:43 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 November 3, 1998 and special meeting of November 19, 1998. (Mary Jo Lee, Personnel Director)

**ACTION:** It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the minutes of regularly scheduled Civil Service Commission meeting of November 3, 1998 and special meeting of November 19, 1998 submitted by Mary Jo Lee, Personnel Director.

(1/2)

VOTE: YES - Zuniga, Mena  
ABSENT - Crowley

MOTION CARRIED.

MOTION #2  
ITEM #2 APPROVED.

Discuss and take appropriate action on a request from Leticia I. Martinez, Support Clerk, District Clerk's Office, to be a recipient for donated Vacation Leave. (Leticia I. Martinez)

**ACTION:** It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request on Pool Vacation Leave submitted by Leticia I. Martinez, Support Clerk, District Clerk's Office to be a recipient for donated Vacation Leave.

VOTE: YES - Zuniga, Mena  
ABSENT - Crowley

MOTION CARRIED.

MOTION #3  
ITEM #3 APPROVED.

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

**ACTION:** It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request on Pool Vacation Leave submitted by Maria Elvia Galvan, Custodian, Facilities Management, to be a recipient for donated Vacation Leave.

VOTE: YES - Zuniga, Mena  
ABSENT - Crowley

MOTION CARRIED

MOTION #4  
ITEM #4 APPROVED.

Discuss and take appropriate action on the approval of the new job descriptions of County Clerk, County Clerk Records Management, and County Clerk Criminal Fee Collection Department as submitted to the Commission. (Hector Enriquez, County Clerk - Renslar R. Keagle, Operations Officer)

**ACTION:** It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the new job descriptions of County Clerk, County Clerk Records Management, and County Clerk Criminal Fee Collection Department as submitted by Hector Enriquez, County Clerk.

**VOTE:** YES - Zuniga, Mena  
ABSENT - Crowley

**MEETING ADJOURNED**

By motion of Interim Chairperson, Daniel G. Mena, and seconded by Louis E. Zuniga the meeting was adjourned at 3:05 p.m.

  
\_\_\_\_\_  
DANIEL G. MENA, INTERIM CHAIRPERSON

  
\_\_\_\_\_  
ESTELA SALGADO, RECORDING SECRETARY