



# 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 JANUARY 5, 1999

**COMMISSIONERS PRESENT:** MICHAEL C. CROWLEY, CHAIRMAN <sup>MC</sup>  
DANIEL G. MENA, COMMISSIONER  
LOUIS E. ZUNIGA, COMMISSIONER

**OTHERS PRESENT:** MARY JO LEE, PERSONNEL DIRECTOR  
ESTELA SALGADO, RECORDING SECRETARY  
TERRI ALMONTE, EMPLOYMENT MANAGER

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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 December 1, 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 December 1, 1998 as submitted by Mary Jo Lee, Personnel Director.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

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

Discuss and take appropriate action on a newly created job description of "Facility Manager" for the El Paso County Coliseum. (Brian Kennedy, Interim Director)

**ACTION:** It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the newly created job description of "Facility Manager" for the El Paso County Coliseum as submitted by Brian Kennedy, Interim Director.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

MOTION #7  
ITEM #3 **APPROVED.**

Discuss and take appropriate action on the newly created job descriptions of "Part-time/Autopsy Technician" and "Chief Investigator/Assistant Administrator" for the Medical Examiner's Office. (Dr. Juan Contin, Medical Examiner)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the newly created job descriptions of "Part-time/Autopsy Technician" and "Chief Investigator/Assistant Administrator" for the Medical Examiner's Office submitted by Dr. Juan Contin, Medical Examiner.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

MOTION #3  
ITEM #4 **APPROVED.**

Discuss and approve the newly created job descriptions of the Planning and Community Development Department submitted by Rodrigo Mercado, Grant Project Coordinator as follows:

- (a) Self-Help Coordinator/Grantswriter
- (b) Grant Administrator/Planning Director
- (c) Grant Specialist/Budget Analyst

FIRST MOTION

**ACTION:** It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve newly created job descriptions for the Planning and Community Development Department submitted by Rodrigo Mercado, Grant Project Coordinator as follows:

- (a) Self-Help Coordinator/Grantswriter
- (b) Grant Administrator/Planning Director
- (c) Grant Specialist/Budget Analyst

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

SECOND MOTION

**ACTION:** It was moved by Daniel G. Mena and seconded by Michael C. Crowley to request a County Attorney's opinion as to whether employees of the Planning and Community Development Department are subject to protection under the County Civil Service system.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

MOTION #4

ITEM #5 APPROVED.

Discuss and take appropriate action on a request from Michelle Rybak, Deputy Clerk, County Clerk/Records Management, to be a recipient for donated Vacation Leave. (Michelle Rybak, Deputy Clerk)

**ACTION:** It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the request on Pool Vacation Leave submitted by Michelle Rybak, Deputy Clerk, County Clerk/Records Management, to be a recipient for donated Vacation Leave.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

MOTION #5  
ITEM #6 APPROVED.

Discuss and take appropriate action on the newly created job description of "Accounting Clerk III" for the Data Processing Department. (Emery Peterson, Interim Director)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the newly created job description of "Accounting Clerk III" for the Data Processing Department submitted by Emery Peterson, Interim Director.

VOTE: YES - Crowley, Zuniga, Mena

MOTION #6  
ITEM #7 APPROVED/WITHDRAWAL.

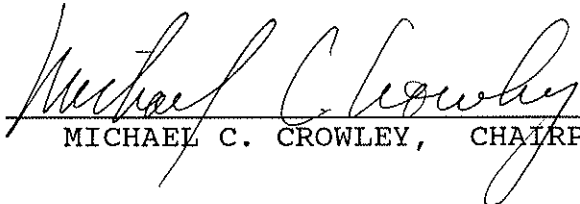
LUCILA A. BORREGO, SENIOR CLERK I, JUSTICE PEACE #2  
(JOSEPH R. LUCAS, JUDGE)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to accept letter of withdrawal from grievant, Lucila Borrego, Senior Clerk I, for grievance dated December 15, 1998.

VOTE: YES - Crowley, Zuniga, Mena

MEETING ADJOURNED

By motion of Chairperson, Michael C. Crowley and seconded by Daniel G. Mena the meeting was adjourned at 3::30 p.m.

  
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MICHAEL C. CROWLEY, CHAIRPERSON

  
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ESTELA SALGADO, RECORDING SECRETARY