



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 FEBRUARY 2, 1999

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

MC

OTHERS PRESENT: TERRI ALMONTE, EMPLOYMENT MANAGER
ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:10 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 January 5, 1999. (Terri Almonte, Employment Manager)

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 January 5, 1999 submitted by Terri Almonte, Employment Manager.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

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MOTION #2
ITEM #2 APPROVED.

Discuss and approve the newly created job description of Office Manager/Network Engineer, Grade P13 for the District Clerk's Office. (Edie Rubalcaba, District Clerk)

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the newly created job description of "Office Manager/Network Engineer", Grade P13 for the District Clerk's Office with the amendment on Job Standards section to read as follows:

JOB STANDARDS (Minimum qualifications needed to perform job functions)

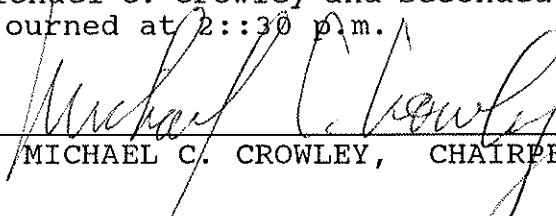
College degree or equivalent experience, emphasis in CIS and/or Business Administration. Maintain knowledge of various software application releases. Knowledge and practical experience in systems analysis and design as well as programming. Knowledge of state guidelines, laws or statutes pertaining to department. Good verbal and written communication skills.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

MEETING ADJOURNED

By motion of Chairperson, Michael C. Crowley and seconded by Daniel G. Mena the meeting was adjourned at 2:30 p.m.



MICHAEL C. CROWLEY, CHAIRPERSON



ESTELA SALGADO, RECORDING SECRETARY