



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 NOVEMBER 2, 1999

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

OTHERS PRESENT: TERRI ALMONTE, INTERIM
PERSONNEL DIRECTOR
ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:15 p.m. by Michael C. Crowley, Chairperson.

MOTION#1
ITEM #1

APPROVED.

Discuss and take appropriate action on minutes of the re-scheduled Civil Service Commission meeting of October 12, 1999. (Terri Almonte, Interim Personnel Director)

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the minutes of the rescheduled meeting of October 12, 1999 submitted by Terri Almonte, Interim Personnel Director.

VOTE: YES - Crowley, Mena

NOT PRESENT: - Zuniga

MOTION CARRIED.

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

Discuss and take appropriate action on a request from Michelle Rodarte, Deputy Clerk, County Clerk's Office, to be a recipient for donated Vacation Leave.
(Michelle Rodarte)

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the request on Pooled Vacation Leave submitted by Michelle Rodarte, Deputy Clerk, County Clerk's Office, to be a recipient for donated Vacation Leave. The Commission stated that the leave request not exceed 45 days.

VOTE: YES - Crowley, Mena

NOT PRESENT: - Zuniga

MOTION CARRIED.

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

Discuss and take appropriate action on a request from Victor Flores, Tax Assessor Collector, to remove the position of Chief Deputy, County Tax Office, from the Civil Service Rules & Regulations Provisions. (Victor A. Flores, Tax Assessor Collector)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the request by Victor A. Flores on the removal of the Chief Deputy position from the Civil Service Rules and Regulations Provisions.

VOTE: YES - Crowley, Mena,

NOT PRESENT: - Zuniga

MOTION CARRIED.

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

Discuss and approve the following job descriptions for the Road & Bridge Department. (Robert Rivera, Public Works Dir/Road & Bridge Adm.)

- (a) Approve the newly created job description of "Operations/Liaison Officer";

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the newly created job description of "Operations/Liaison Officer" for the Road & Bridges Department.

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

- (b) Approve the newly created job description of "Zoning Administrator/Inspector";

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the newly created job description of "Zoning Administrator/Inspector" for the Road & Bridges Department.

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

GRIEVANCE

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE SESSION I NOT WAIVED. PURSUANT TO OPEN MEETING LAW N. 6 SECTION 2 (E) AND (G).

CHAIRMAN MICHAEL C. CROWLEY ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS INTO EXECUTIVE SESSION AT 2:40 P.M. TO DELIBERATE.

MEETING RECONVENES

THE CIVIL SERVICE COMMISSION RECONVENED INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 2:45 P.M.

MOTION #5
ITEM #5 **GRIEVANCE/DENIED.**

JOSE LUIS HERRERA, CUSTODIAN, - MARY BOWLES-GRIJALVA,
AFSCME REPRESENTATIVE (TED TRAFFANSTED, BUILDING
MANAGER)

ACTION: It was moved by Michael C. Crowley to uphold the
grievance filed by Jose Luis Herrera, Custodian,
Facilities Management Department.

VOTE: YES - Crowley, Zuniga, Mena

The grievance was unanimously denied.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Commissioner, Mena and seconded by Commissioner
Zuniga the meeting was adjourned at 2:50 p.m.

MOTION CARRIED.



MICHAEL CROWLEY, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge