



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
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EL PASO, TEXAS 79901
(915) 546-2218
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Larry Day
Commissioner

Doug Hamilton
Commissioner

MINUTES OF SEPTEMBER 5, 2000

COMMISSIONERS PRESENT: DOUG HAMILTON, ACTING CHAIRMAN
LARRY DAY, COMMISSIONER
BLUFORD B. SANDERS, 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 2:00 p.m. by Acting Chairman, Doug Hamilton.

ITEM #1 The minutes of the Civil Service Commission meeting of August 1, 2000 were approved with the following corrections to Item #1 to read as follows:

ACTION: Acting Chairman Doug Hamilton stated that if there were no additions or corrections the minutes of the July 11, 2000 Civil Service meeting will be filed as published. Furthermore, if there are no additions or corrections for the August 1, 2000 minutes they will stand as published.

MOTION #1
ITEM #2 **APPROVED.**

Discuss and take appropriate action to approve the newly created job description of "Administrative Assistant III/Commissioner's Court Reporter" for the County Clerk's Office. (Hector Enriquez, County Clerk)

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ACTION: It was moved by Larry Day and seconded by Bluford Sanders to approve the newly created job description of "Administrative Assistant III/Commissioner's Court Recorder" for the County Clerk's Office submitted by Hector Enriquez, County Clerk.

VOTE: YES - Day, Hamilton, Sanders

MOTION CARRIED.

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

Discuss and take appropriate action to approve the newly created job description of "Deputy Director for Road & Bridge Projects" for the Road & Bridge Department. (Robert Rivera, Public Works Dir./R & B Adm.)

ACTION: It was moved by Bluford Sanders and seconded by Larry Day to approve the newly created job description of "Deputy Director for Road & Bridge Projects" for the Road & Bridge Department submitted by Robert Rivera, Public Works Dir./R & B Adm.

VOTE: YES - Day, Hamilton, Sanders

MOTION CARRIED.

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

Discuss and take appropriate action to approve the newly created job description of "Deputy Director for Special Projects" for the Road & Bridge Department. Robert Rivera, Public Works Dir./R & B Adm.

ACTION: It was moved by Bluford Sanders and seconded by Larry Day to approve the newly created job description of "Deputy Director for Special Projects" for the Road & Bridge Department submitted by Robert Rivera, Public Works Dir./R & B Adm.

VOTE: YES - Day, Hamilton, Sanders

MOTION CARRIED.

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MOTION #2
ITEM #5 **APPROVED.**

Discuss and take appropriate action to approve the newly created job description of "Office Manager/Network Engineer" to be replaced with the job description of Office Manger for the County Clerk's Office. (Hector Enriquez, County Clerk)

ACTION: It was moved by Larry Day and seconded by Bluford Sanders to approve the newly created job description of "Office Manager/Network Engineer" to be replaced with the job description of Office Manger for the County Clerk's Office as submitted by Hector Enriquez, County Clerk.

VOTE: YES - Day, Hamilton, Sanders

MOTION CARRIED.

MOTION #5
ITEM #6 **APPROVED.**

Discuss and take appropriate action to approve the "POLICY ON EMPLOYEES OF THE COUNTY HOLDING SECOND JOBS OR OPERATING BUSINESSES" to be inserted in the Civil Service Rules and Regulations Book. (Terri Almonte, Interim Personnel Director)

ACTION: It was moved by Larry Day and seconded by Bluford Sanders to approve the "POLICY ON EMPLOYEES OF THE COUNTY HOLDING SECOND JOBS OR OPERATING BUSINESSES" to be inserted in the Civil Service Rules and Regulations Book as submitted by Terri Almonte, Interim Personnel Director.

VOTE: YES - Day, Hamilton, Sanders

MOTION CARRIED.

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MOTION #6

ITEM #7 **APPROVED.**

Discuss and take appropriate action to approve a request from Dolores Bolanos, Deputy Clerk, County Clerk's Office to be a recipient for donated vacation leave. (Dolores Bolanos, Deputy Clerk)

ACTION: It was moved by Bluford Sanders and seconded by Larry Day to approve the request on Pooled Vacation Leave submitted by Dolores Bolanos, Deputy Clerk, County Clerk's Office, to be a recipient for donated vacation leave.

VOTE: YES - Day, Hamilton, Sanders

MOTION CARRIED.

MOTION #7

ITEM #8 **APPROVED.**

Discuss and take appropriate action to approve the revised job description of "Senior Clerk II" for Justice of the Peace #7. (Bruce King, Justice of the Peace)

ACTION: It was moved by Bluford Sanders and seconded by Larry Day to approve the revised job description of "Senior Clerk II" for Justice of the Peace #7 submitted by Judge, Bruce King.

VOTE: YES - Day, Hamilton, Sanders

MOTION CARRIED.

MOTION #8

ITEM #9 **APPROVED.**

Discuss and take appropriate action to approve the newly created job descriptions for Justice of the Peace Precinct #7 as follows: (Bruce King, Justice of the Peace)

- (a) Approve the newly created job description of "Supervisor - Civil/Criminal";
- (b) Approve the newly created job description of "Administrative Assistant II";

- (a) Approve the newly created job description of "Supervisor - Civil/Criminal";

ACTION: It was moved by Bluford Sanders and seconded by Larry Day to approve the newly created job description of "Supervisor - Civil/Criminal" for Justice Peace Precinct #7.

VOTE: YES - Day, Hamilton, Sanders

MOTION CARRIED.

- (b) Approve the newly created job description of "Administrative Assistant II";

ACTION: It was moved by Bluford Sanders and seconded by Larry Day to approve the newly created job description of "Administrative Assistant II" for Justice Peace Precinct #7.

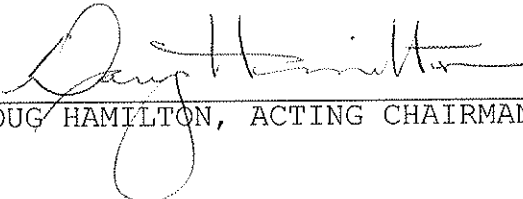
VOTE: YES - Day, Hamilton, Sanders

MOTION CARRIED.

MEETING ADJOURNED

By motion of Acting Chairman, Doug Hamilton and seconded by Larry Day, the meeting was adjourned at 2:35 p.m.

MOTION CARRIED.



DOUG HAMILTON, ACTING CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY