




# COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
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## MINUTES OF NOVEMBER 7, 2000

COMMISSIONERS PRESENT:  LARRY DAY, ACTING CHAIRPERSON  
BLUFORD B. SANDERS, COMMISSIONER

ABSENT: DOUG HAMILTON, COMMISSIONER

OTHERS PRESENT: TERRI ALMONTE  
HUMAN RESOURCES INTERIM DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

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The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:00 p.m. by Acting Chairman, Larry Day.

ITEM #1 Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of September 5, 2000. (Terri Almonte, Human Resources Interim Director)

**ACTION:** Acting Chairman Larry Day stated that if there were no additions or corrections to the September 5, 2000 Civil Service minutes they would be filed as published.

MOTION #1  
ITEM #2

**APPROVED.**

Discuss and take appropriate action to approve the job description of "Senior Deputy Clerk/Assistant Commissioner's Court Recorder" to support the creation of a new position in the County Clerk's Office. (Renslar Keagle, Office Manager/Network Engineer)

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

VOTE: YES - Day, Sanders

ABSENT: - Hamilton

MOTION CARRIED.

MOTION #2 **APPROVED.**  
ITEM #3

Discuss and take appropriate action to approve the following job descriptions for the Council of Judges office as follows: (Mike Izquierdo, Executive Director)

(a) Approve the revised job description of "Court Interpreter"

(b) Approve the newly created job description of "Senior Court Interpreter".

**ACTION:** It was moved by Bluford Sanders and seconded by Larry Day to approve following job descriptions for the Council of Judges office submitted by Mike Izquierdo, Executive Director.

(a) Approve the revised job description of "Court Interpreter"

(b) Approve the newly created job description of "Senior Court Interpreter".

VOTE: YES - Day, Sanders

ABSENT: - Hamilton

MOTION CARRIED.

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

Discuss and take appropriate action to approve the newly created job description of "Senior Civil Engineer" 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 "Senior Civil Engineer" for the Road & Bridge Department as submitted by Robert Rivera, Public Works Dir./R & B Adm.

VOTE: YES - Day, Sanders

ABSENT: - Hamilton

MOTION CARRIED.

MOTION #4  
ITEM #5 **APPROVED.**

Discuss and take appropriate action to approve the newly created job description of "Utility Worker IV" for the Road & Bridge Department. (Robert Rivera, County Public Works Director)

**ACTION:** It was moved by Bluford Sanders and seconded by Larry Day to approve the newly created job description of "Utility Worker IV" for the Road & Bridge Department as submitted by Robert Rivera, County Public Works Director.

VOTE: YES - Day, Sanders

ABSENT: - Hamilton

MOTION CARRIED.

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MOTION #5  
ITEM #6 **TABLED.**

Discuss and take appropriate action on selecting the Chairman for the Civil Service Commission. (Civil Service Commission Board)

**ACTION:** It was moved by Larry Day and seconded by Bluford Sanders to table the item on selecting the Chairman for the Civil Service Commission until the next monthly meeting.

VOTE: YES - Day, Sanders

ABSENT: - Hamilton

MOTION CARRIED.

**MEETING ADJOURNED**

By motion of Acting Chairman, Larry Day and seconded by Bluford Sanders, the meeting was adjourned at 2:20 p.m.

MOTION CARRIED.

  
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LARRY DAY, ACTING CHAIRMAN

  
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ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge