



EL PASO COUNTY  
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: JANUARY 9, 2001  
TIME: 2:00 P.M.  
PLACE: COMMISSIONERS' COURT CHAMBERS  
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE  
POSTED: THURSDAY, JANUARY 4, 2001

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OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of November 7, 2000. (Robert M. Almanzán, Human Resources Director)

ACTION:

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ITEM #2 Discuss and take appropriate action to approve the newly created job description of "Administrative Assistant II/Medical Transcriber" for the Office of the Medical Examiner, to be replaced with the current job description of Medical Transcriber. (Gerald McTernan, Administrator)

ACTION:

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**CIVIL SERVICE AGENDA**

ITEM #3      Discuss and take appropriate action to approve the revised job description of  
                  “Buyer II” for the Purchasing Department. (Piti Vasquez, Purchasing Agent)

**ACTION:**

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ITEM #4      Discuss and take appropriate action on selecting the Chairman for the Civil Service  
                  Commission. (Civil Service Commission Board)

**ACTION:**

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