



**EL PASO COUNTY  
CIVIL SERVICE COMMISSION  
COMMISSION MEETING AGENDA**

**REGULAR MEETING**

**DATE:** AUGUST 7, 2001  
**TIME:** 2:00 P.M.  
**PLACE:** COMMISSIONERS' COURT CHAMBERS  
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE  
**POSTED:** THURSDAY, AUGUST 2, 2001

---

**OPEN MEETING:**

**ITEM #1** Discuss and take appropriate action on minutes of the Civil Service Commission re-scheduled meeting of July 10, 2001. (Robert M. Almanzán, Human Resources Director)

**ACTION:**

---

---

**PAGE 2  
CIVIL SERVICE AGENDA  
AUGUST 7, 2001**

ITEM #2 Discuss and take appropriate action on the revised job description of GIS Analyst for the Road & Bridge Department. (Robert Rivera/ Public Works/ R&B Adm.)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #3 Discuss and take appropriate action to approve the reclassification of an Auto Title Clerk I to "Supply/Inventory Clerk" at the same grade of G-7 for the County Tax Office. (Victor Flores, Tax/Assessor Collector)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #4 Discuss and take appropriate action to approve the reclassification of V.I.T. Director to V.I.T. Manager along the revised job description in order to accurately reflect the functions been performed. (Victor Flores, Tax/Assessor Collector)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #5 Discuss and take appropriate action on the approval of the newly created job description of V.I.T. Investigator at grade P-9 for the County Tax Office. (Victor Flores, Tax/Assessor Collector)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

**PAGE 3**  
**CIVIL SERVICE AGENDA**  
**AUGUST 7, 2001**

ITEM #6      Approve the modification of the job descriptions for the Consolidated Data Processing Department as recommended by the Wage & Salary Committee and Commissioners Court. (Robert M. Almanzán, Human Resources Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #7      Discuss and inform on the recommendations brought forth by the County Attorney/General Counsel. (Robert M. Almanzán, Human Resources Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_