



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
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EL PASO, TEXAS 79901
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*Chairman
Doug Hamilton*

*Commissioners
Larry Day
L. Carlos Sandoval*

MINUTES OF AUGUST 7, 2001

COMMISSIONERS PRESENT: DOUG HAMILTON, CHAIRMAN *DH*
LARRY DAY, COMMISSIONER
L. CARLOS SANDOVAL, COMMISSIONER

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES 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 Doug Hamilton, Chairman.

ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission rescheduled meeting of July 10, 2001. (Robert M. Almanzán, Human Resources Director)

ACTION: Chairman, Doug Hamilton stated that if there were no additions or corrections to the July 10, 2001 Civil Service minutes they would be filed as published.

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**MOTION #2 APPROVED/WITH REVISIONS.
ITEM #2**

Discuss and take appropriate action on the revised job description of GIS Analyst for the Road & Bridge Department. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to approve the job description of GIS Analyst with revisions to the **KNOWLEDGE, SKILLS, AND EXPERIENCE** and the **MINIMUM PHYSICAL QUALIFICATIONS CHART** section as follows:

A **Bachelor's degree** from an accredited four year college or university with a major in geology, computer science, natural or earth sciences, forestry, geography, planning, engineering, technology, or related field and two (2) years of full-time or equivalent part-time paid experience in GIS systems design operation and management **or equivalent combination of education and experience**. Each year of graduate education from and accredited college or university in any of the above disciplines may be substituted for a maximum of (1) one year of the required experience. Preferred Qualifications: Bachelor's degree in geography, cartography, GIS or related field. Knowledge and/or experience in Data and Information Management. Knowledge and experience in GIS software, including ArcInfo, Atlas and MapInfo. Knowledge of map projections. Knowledge and experience in CADD desirable. Specialized knowledge and/or communicate clearly, concisely and effectively, orally and in writing. Data analyst skills.

CRAWL = NEVER - RARE
CLIMB = NEVER - RARE
CROUCH = NEVER - RARE

WEIGHT LIMITATIONS

	11-24	25-34
Lifting	OCC.	OCC.
Carrying	OCC.	OCC.
Push/Pull	OCC.	OCC.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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MOTION #3 APPROVED.
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: It was moved by Larry Day and seconded by L. Carlos Sandoval 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.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

MOTION #4 APPROVED/WITH REVISIONS.
ITEM #4

Discuss and take appropriate action to approve the reclassification of V.I.T. Director to V.I.T. Manager along with the revised job description in order to accurately reflect the functions been performed.

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the reclassification of V.I.T. Director to V.I.T. Manager along with the revised job description in order to accurately reflect the functions been performed with the revisions on the JOB STANDARDS section as follows:

Associates degree in a business related field preferred. High School education or equivalent plus, general office experience of (5) five years of which at least (2) two years were in a supervisory capacity. Knowledgeable in accounting procedures and proficient in Word and Excel programs. Posses exceptional professional and personal ethics, strong leadership skills, organizational skills and good and interpersonal skills. Possess the ability to communicate both verbally and in written form. Experience with collection of ad valorem taxes helpful.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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ITEM #7

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

ACTION: This was an informative item. No action was taken.

MEETING ADJOURNED

By motion of Carlos Sandoval and seconded by Larry Day, the meeting was adjourned at 3:15 p.m.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.



DOUG HAMILTON, CHAIRMAN

ESTELA SALGADO, RECORDING SECRETARY

Dolores Briones, County Judge