



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

Chairman
Doug Hamilton

Commissioners
Larry Day
L. Carlos Sandoval

MINUTES OF OCTOBER 2, 2001

COMMISSIONERS PRESENT: DOUG HAMILTON, CHAIRMAN
LARRY DAY, COMMISSIONER *LDH*

COMMISSIONER ABSENT: L. CARLOS SANDOVAL, COMMISSIONER

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

TERRI ALMONTE - ESTELA SALGADO
RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners Court Chambers, Room 303 and was called to order at 2:05 p.m. by Doug Hamilton, Chairman.

ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of September 4, 2001. (Robert M. Almanzán, Human Resources Director)

ACTION: Chairman, Doug Hamilton stated that if there were no additions or corrections to the September 4, 2001 Civil Service minutes they would be filed as published.

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

Discuss and take appropriate action to approve the newly created job description of "Grant & Contract Coordinator" for the Community Development Department to be replaced with the current job description of Grants Spec. /Budget Analyst. (Rodrigo Mercado, Director/Grant Administrator)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the newly created job description of "Grant & Contract Coordinator" for the Community Development Department to be replaced with the current job description of Grants Spec. /Budget Analyst as submitted by Rodrigo Mercado, Director/Grant Administrator with the amendment to the weight limitations as follows:

Weight Limitations: Indicate frequency (Never, Occ., Freq., Cont.)

Activity/lbs	0-10	11-24	25-34	35-50	51-74	75-100	>100
Lifting	O	O	O	Occ.	N	N	N
Carrying	O	O	O	Occ.	N	N	N
Push/Pull	O	O	O	Occ.	N	N	N

VOTE: YES – Day, Hamilton

MOTION CARRIED.

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

Discuss and take appropriate action to approve the newly created job description of V.I.T. Enforcement Director for the County Tax Office to be replaced with the current job description of V.I.T. Investigator previously approved by Civil Service. (Victor Flores Tax/Assessor Collector)

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ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the newly created job description of V.I.T. Enforcement Director for the County Tax Office to be replaced with the current job description of V.I.T. Investigator as submitted by Victor Flores, Tax/Assessor Collector.

VOTE: YES – Day, Hamilton

MOTION CARRIED.

**MOTION #4 APPROVED/WITH AMENDMENTS.
ITEM #4**

Discuss and approve the newly created job description of Assistant Facilities Manager for the Facilities Management Department. (Position was budgeted & approved in 10/98 but a job description was never submitted)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the newly created job description of Assistant Facilities Manager for the Facilities Management Department as amended by the Commission on the Job Summary Section as follows:

JOB SUMMARY

Coordinates special projects. Assists in the development and implementation of departmental policies, procedures, budget and equipment requests. May represent the department in the absence of the Facilities Manager. Utilizes independent judgement and works under limited supervision.

VOTE: YES – Hamilton, Day

MOTION CARRIED.

GRIEVANCE

EXECUTIVE SESSION: CONSIDER EMPLOYEE GRIEVANCE PURSUANT TO TEXAS GOVERNMENT CODE 551.001 & 551.074.

ITEM #5 JOSE SALGADO, SENIOR CLERK I, JUSTICE PEACE #7 - DANIEL G. MENA, ATTORNEY AT LAW (BRUCE KING, JUDGE, - RALPH GIRVIN, SENIOR TRIAL ATTORNEY)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to table the grievance filed/dated 08/23/01 by Jose Salgado, Senior Clerk I, Justice Peace #7, as requested by his attorney, Daniel G. Mena. The grievance will be heard November 6, 2001 at 2:00 p.m.

VOTE: YES – Hamilton, Day

MOTION CARRIED.

MEETING ADJOURNED

By motion of Larry Day and seconded by Doug Hamilton, the meeting was adjourned at 2:30 p.m.

VOTE: YES – Day, Hamilton

MOTION CARRIED.



DOUG HAMILTON, CHAIRMAN



ESTELA SALGADO & TERRI ALMONTE-RECORDING SECRETARY