



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, R.M. 302
EL PASO, TEXAS 79901
(915) 546-2218
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Chairman
Doug Hamilton

Commissioners
Larry Day
L. Carlos Sandoval

MINUTES OF NOVEMBER 6, 2001

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

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

TERRI ALMONTE
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.

MOTION #1 **APPROVED/WITH AMENDMENTS.**
ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of October 2, 2001. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Larry Day and seconded by L. Carlos Aguilar to approve the October 2, 2001 Civil Service minutes with amendments to Item #2 on the job description of Grants & Contract Coordinator on 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	Occ.	Occ.	Occ.	Occ.	Never	Never	Never
Carrying	Occ.	Occ.	Occ.	Occ.	Never	Never	Never
Push/Pull	Occ.	Occ.	Occ.	Occ.	Never	Never	Never

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED
AN EQUAL OPPORTUNITY EMPLOYER

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MOTION #2 APPROVED/WITH AMENDMENTS.
ITEM #2

Discuss and take appropriate action to approve the newly created job description of Sports Authority/Marketing for the El Paso County Coliseum. (Brian Kennedy, Coliseum Director)

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to approve the newly created job description of Sports Authority/Marketing for the El Paso County Coliseum with the following amendments on 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	Occ.	Occ.	Occ.	Occ.	Never	Never	Never
Carrying	Occ.	Occ.	Occ.	Occ.	Never	Never	Never
Push/Pull	Occ.	Occ.	Occ.	Occ.	Occ.	Never	Never

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

MOTION #3 APPROVED.
ITEM #3

Discuss and take appropriate action to approve the revised job description of Driver I for the Nutrition Department. (Rafael Reyes, Nutrition Director)

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to approve the revised job description of Driver I for the Nutrition Department as submitted by Rafael Reyes, Nutrition Director.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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MOTION #4 APPROVED.
ITEM #4

Discuss and approve the newly created job description of Clerk II for the Nutrition Department. (Rafael Reyes, Nutrition Director)

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to approve the newly created job description of Clerk II for the Nutrition Department as submitted by Rafael Reyes, Nutrition Director.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

MOTION #5 APPROVED.
ITEM #5

Approve amendments to Rule 2.04 (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to approve the amendment of Rule 2.04 of the Civil Service Rules & Regulations Book pertaining to Military Reserve Training as submitted by Robert M. Almanzán, Human Resources Director and reviewed by the County Attorney's Office.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

MOTION #6 APPROVED.
ITEM #6

Discuss and take appropriate action to approve the amendment of Rule 2.61 - "Eligibility" of the Civil Service Rules & Regulations Book. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to approve the amendment of Rule 2.61 - "Eligibility" of the Civil Service Rules & Regulations Book as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

GRIEVANCE

Executive Session: Chairman Doug Hamilton announced that the El Paso County Civil Service Commission would go into Executive Session at 2:30 p.m. to consider an employee grievance pursuant to Texas Government Code 551.001 & 551.074.

ITEM #7

Discuss a grievance filed/dated 08/23/01 regarding Jose Salgado, Senior Clerk I, Justice Peace #7. (Daniel G. Mena, Attorney at Law) (Bruce King, Judge - Ralph Girvin, Senior Trial Attorney)

The Commission recessed to deliberate at 4:05 p.m.

Meeting Reconvened

Chairman Doug Hamilton announced that the El Paso County Civil Service Commission would reconvene into regular open session following deliberation at 4:09 p.m.

MOTION #7 GRIEVANCE DENIED -TERMINATION UPHELD

ACTION: It was moved by Doug Hamilton and seconded by Larry Day that Mr. Jose Salgado's grievance in request for a leave be denied in it's entirety (Rules 2.74 a, b, c d, 2.50, 2.54, 2.55, 2.47 b, 1.26, Termination, Discrimination and Retaliation) and that his termination of employment with the County of El Paso be upheld.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

MEETING ADJOURNED

By motion of L. Carlos Sandoval and seconded by Larry Day, the meeting was adjourned at 4:11 p.m.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.



DOUG HAMILTON, CHAIRMAN



TERRI ALMONTE, RECORDING SECRETARY

cc: Dolores Briones, County Judge