



COUNTY OF EL PASO

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


MINUTES OF JANUARY 8, 2002

COMMISSIONERS PRESENT: DOUG HAMILTON, CHAIRMAN
LARRY DAY, COMMISSIONER

COMMISSIONER ABSENT: 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 2:05 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 November 6, 2001. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the November 6, 2001 Civil Service minutes with amendment to item #1 to read as follows:

It was moved by Larry Day and seconded by L. Carlos Aguilar- Sandoval 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:

VOTE: YES – Day, Hamilton

MOTION CARRIED.

MOTION #2 APPROVED.
ITEM #2

Discuss and take appropriate action to approve the newly created job description of Webmaster for the Information Technology Department. (Peter Cooper, Information Technology Director)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the newly created job description of Webmaster for the Information Technology Department as submitted by Peter Cooper, Information Technology Director.

VOTE: YES – Day, Hamilton

MOTION CARRIED.

MOTION #5 TABLED.
ITEM #3

Review and accept the newly created job description of Assistant Director of Marketing for the Coliseum Department and delete the job description of Sports Marketing Authority.

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to table the newly created job description of Assistant Director of Marketing for the Coliseum Department and delete the job description of Sports Marketing Authority due to the fact that Mr. Brian Kennedy was not present to discuss the matter. The item will be heard on February 5, 2002 at 2:00 p.m.

VOTE: YES – Day, Hamilton

MOTION CARRIED.

MOTION #3 **APPROVED WITH AMENDMENTS.**
ITEM #4

Discuss and approve for recommendation to Commissioners Court the newly created job description of Rural Transit Coordinator to be replaced with the current job description of Rural Transit Director for the Planning Department. (Nat Campos, Planning Director)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the newly created job description of Rural Transit Coordinator to be replaced with the current job description of Rural Transit Director for the Planning Department with amendments to the DUTIES AND RESPONSIBILITIES section on #'s 1, 2, and 6 to read as follows:

1. Plans the daily operation of the bus operations; evaluates information and reports for the improvement of transit services and programs; coordinates the functions of route planning, scheduling policies and route sign-ups; coordinates the implementation of safety and training programs; ~~assures compliance with affirmative action procedures;~~ makes periodic inspections of rolling equipment and premises to assure compliance with safety and cleanliness policies and procedures; conducts periodic inspections of routes and other assigned areas as required; recommends procurement of new equipment; assists in the preparation of the budget for the operation of the service.
2. Takes action to resolve complaints related to operational or general performance problems; ~~develop departmental program rules and regulations,~~ standards of conduct, and safety practices and procedures.
6. Perform additional job related duties within reason and capabilities, as ~~desired~~ required.

VOTE: YES – Hamilton, Day

MOTION CARRIED.

MOTION #4 APPROVED WITH AMENDMENTS.
ITEM #5

Review and accept the newly created job description of Development Coordinator for the Planning Department. (Nat Campos, Planning Director)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to accept the newly created job description of Development Coordinator for the Planning Department submitted by Nat Campos, Planning Director with the following amendments on the JOB STANDARDS section as follows:

Bachelor's degree in planning, urban studies, urban design, civil engineering or related fields preferred. Associate degree or technical training in engineering ~~is acceptable with~~ and three years working experience in land development, public administration, or related areas of government service may be substituted.

VOTE: YES - Hamilton, Day

MOTION CARRIED.

MEETING ADJOURNED

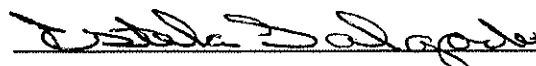
By motion of Larry Day and seconded by Doug Hamilton, the meeting was adjourned at 2:45 p.m.

VOTE: YES - Day, Hamilton

MOTION CARRIED.



DOUG HAMILTON, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge