




COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
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MINUTES OF JULY 2, 2002

COMMISSIONERS PRESENT: LARRY DAY, ACTING CHAIRMAN 
CEZY COLLINS, 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 2:05 p.m. by Larry Day, Acting Chairman.

ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of June 4, 2002. (Robert M. Almanzán, Human Resources Director)

ACTION: Acting Chairman, Larry Day stated that if there were no additions or corrections to the June 2, 2002 Civil Service minutes they would be filed as published.

MOTION #1 **APPROVED WITH MODIFICATION.**

ITEM #2

Discuss and take appropriate action to approve the newly created job description of **Special Project Coordinator** for the Commissioners Court Services Department. (Rosemary Neill, First Administrative Coordinator)

ACTION: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to approve the newly created job description of Special Projects Coordinator for the Commissioners Court Services Department with the following changes on the Job Standards section #1 and #2 as follows:

JOB STANDARDS:

1. Bachelors degree from four-year college **or equivalent preferred.**
2. Must have **good demonstrated** research, writing, and analytical skills.

VOTE: YES – Day, Collins, Sandoval

MOTION CARRIED.

MOTION #2 APPROVED WITH MODIFICATIONS.
ITEM #3

Discuss and take appropriate action to approve the newly created job description of **Sportspark Assistant Director** for the Sportspark Department. (Brian Kennedy, Sports Authority & Tourism)

ACTION: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to approve the newly created job description of Sportspark Assistant Director for the Sportspark Department with the following modifications on the Job Standards and Weight Limitations sections as follows:

JOB STANDARDS:

High School **Education diploma or GED; degree preferred in related field and/or equivalent experience;** eight years working experience in a public facility to include event management, booking events and event contracts with basic bookkeeping knowledge. Five (5) years experience as a supervisor. Working knowledge of rental contracts agreements, principles of event planning and preparation. Must maintain neat files, records and reports. Must be able to work holidays, evenings, and weekends, plus flexible hours during the week. Must be able to deal with crisis in a calm, efficient, logic manner.

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

Actvy/lbs	0-10	11-24	25-34	35-50	51-74	75 -100	>100
Lifting	Freq.	Freq.	Occ.	Never Occ.	Never	Never	Never
Carrying	Freq.	Freq.	Occ.	Never Occ.	Never	Never	Never
Push/Pull	Freq.	Freq.	Occ	Never Occ.	Never	Never	Never

VOTE: YES – Day, Collins, Sandoval

MOTION CARRIED.

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

Discuss and take appropriate action to approve the newly created job description of **Sportspark Assistant Director of Youth Services** for the Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director)

ACTION: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to approve the Sportspark Assistant Director of Youth Services for the Sportspark Department with the following modifications on the Supervises, Job Summary, Duties & Responsibilities and Job Standards sections as follows:

SUPERVISES: Sportspark/Coliseum Foreman, Office Manager, Concession Manager, Maintenance Workers during youth events

JOB SUMMARY: Assists in the daily operation of the facility. During the absence of ~~the the Sportspark Assistant~~ Director, assume his/her responsibilities.

DUTIES AND RESPONSIBILITES: (~~*Functions essential to attaining job objectives~~)

~~14. Implements/coordinate all youth sports to include Sportspark activities & youth hockey programs at the Coliseum (on and off ice).~~

~~15. Promote youth activities around the County and the City of El Paso.~~

JOB STANDARDS:

High School Education: ~~four (4) year degree preferred;~~ eight years working experience in a public facility to include event management, booking events and event contracts with basic bookkeeping knowledge.

VOTE: YES – Day, Collins, Sandoval

MOTION CARRIED.

MOTION #4 **DELETED.**
ITEM #5

Discuss and take appropriate action to approve the newly created job description of **Office Manager** for the Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director)

ACTION: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to delete the newly created job description of **Office Manager** for the Sportspark Department as requested by Brian Kennedy, Sports Authority & Tourism Director, due to the fact that said job description is an existing position.

VOTE: YES – Day, Collins, Sandoval

MOTION CARRIED.

MOTION #5 **DELETED.**
ITEM #6

Discuss and take appropriate action to approve the newly created job description of **Maintenance Worker I** for the Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director)

ACTION: It was moved by Cezy Collins and seconded by Larry Day to delete the newly created job description of **Maintenance Worker I** for the Sportspark Department as requested by Brian Kennedy, Sports Authority & Tourism Director, due to the fact that said job description is an existing position.

VOTE: YES – Day, Collins, Sandoval

MOTION CARRIED.

MOTION #6 **APPROVED WITH MODIFICATIONS**
ITEM #7

Discuss and take appropriate action to approve the newly created job description of **Sportspark Foreman** for the Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director)

ACTION: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to approve the newly created job description of **Sportspark Foreman** for the Sportspark Department with the following modifications as follows:

JOB TITLE: Change from **Sportspark-Foreman** to Sportspark **Fore**Person.

JOB STANDARDS:

High school education or equivalent plus five (5) years working experience in supervision maintenance and repairs. at Sportspark complex;

Furthermore, the commission moved to give authority to Robert M. Almanzán, Human Resources Director to make any type of alignment correction if necessary.

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VOTE: YES – Day, Collins, Sandoval

MOTION CARRIED.

MOTION #7 APPROVED.
ITEM #8

Discuss and take appropriate action to approve the newly created job description of **Concessions Manager** for the Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director)

ACTION: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to approve the newly created job description of Concessions Manager for the Sportspark Department with the following changes as recommended:

DUTIES AND RESPONSIBILITIES: (~~*Functions essential to attaining job objectives~~)

2. Must ~~process~~ possess leadership knowledge, skills and abilities which focus on:

- ~~3.~~ Initiative
- ~~4.~~ Team Building
- ~~5.~~ Results orientation
- ~~6.~~ Customer service
- ~~7.~~ Planning and organization
- ~~8.~~ Creativity and innovation

~~9.~~ Must ~~process~~ possess technical proficiencies in food service to include:

~~10. Food service handler certification and knowledge of HACCP standards~~
(Move to Job Standards section)

- ~~11.~~ Strong organization skills
- ~~12.~~ Skilled in marketing and merchandising procedures
- ~~13.~~ Strong creativity
- ~~14.~~ Working knowledge of industry standards
- ~~15.~~ Concession food services

JOB STANDARDS:

~~Four (4) year~~ Degree preferred in related field and/or equivalent experience; five years working experience in a public food service is required. Food service handler certification and knowledge of HACCP standards.

VOTE: YES – Day, Hamilton, Sandoval

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MOTION CARRIED.

MOTION #8 APPROVED WITH MODIFICATIONS
ITEM #9

Discuss and take appropriate action to approve the newly created job description of **Concessions Supervisor** for the Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the newly created job description of **Concessions Supervisor** for the Sportspark Department with the following modifications as follows:

DUTIES AND RESPONSIBILITIES: (~~*Functions essential to attaining job objectives~~ Under the direction of the Concession Manager)

2. Must ~~process~~ possess leadership knowledge, skills and abilities which focus on:

~~3.~~ Initiative

~~4.~~ Team Building

~~5.~~ Results orientation

~~6.~~ Customer service

~~7.~~ Planning and organization

~~8.~~ Creativity and innovation

~~9.3.~~ Must ~~process~~ possess technical proficiencies in food service to include:

~~10.~~ Food service handler certification and knowledge of HACCP standards

~~11.~~ Strong organization skills

~~12.~~ Skilled in marketing and merchandising procedures

~~13.~~ Strong creativity

~~14.~~ Working knowledge of industry standards

~~15.~~ Concessions food services

JOB STANDARDS:

Must have food service handler certification and knowledge of HACCP standards.

VOTE: YES – Day, Collins, Sandoval

MOTION CARRIED.

MOTION #9 APPROVED WITH MODIFICATIONS.
ITEM #10

Discuss and take appropriate action to approve the newly created job description

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of Concessions Worker for the Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director)

ACTION: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to approve the newly created job description of Concessions Worker for the Sportspark Department with the following modifications as follows:

DUTIES AND RESPONSIBILITIES: (~~*Functions essential to attaining job objectives Under the direction of the Concession Supervisor~~)

2. Must ~~process~~ **possess** leadership knowledge, skills and abilities which focus on:
 - ~~3.~~ Initiative
 - ~~4.~~ Team Building
 - ~~5.~~ Customer service
 - ~~6.~~ Creativity and innovation
- ~~7.~~ **3.** Must ~~process~~ **possess** technical proficiencies in food service to include:
 - ~~8.~~ **Food service handler certification and knowledge of HACCP standards**
 - ~~9.~~ Strong organization skills
 - ~~10.~~ Strong creativity
 - ~~11.~~ Working knowledge of industry standards
 - ~~12.~~ Concessions food services
 - ~~13.~~ Sweep, mop, scrub down concessions and other areas as directed

JOB STANDARDS:

Must have food service handler certification and knowledge of HACCP standards.

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In an 8-hour workday an employee can be expected to:

(Note: Rare = 1-10% Occ.=11-33% Freq.=34-66% Cont.=67-100%)

On the Job You:	Never	Rare	Occ.	Freq.	Cont.
Crawl	✗	✗			
Climb	✗	✗			

Furthermore, it was moved by Larry Day and seconded by Cezy Collins to modify the Job Duties and Responsibilities section on the job descriptions of Concessions Manager and Concessions Supervisor as follows:

DUTIES AND RESPONSIBILITES:

(To be moved to the JOB STANDARDS section)

Food service handler certification and knowledge of HACCP standards

VOTE: YES – Day, Collins, Sandoval

MOTION CARRIED.

MOTION #10 APPROVED WITH MODIFICATIONS.

ITEM#11

Discuss and take appropriate action to approve the newly created job description of Gate Worker for the Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director)

ACTION: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to approve the newly created job description of Gate Worker for the Sportspark Department with the following modifications: