



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
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Chairman
L. Carlos Sandoval

Commissioners
Cezy Collins
Ariel Duarte

MINUTES OF NOVEMBER 5, 2002

COMMISSIONERS PRESENT: L. CARLOS SANDOVAL, CHAIRMAN
CEZY COLLINS, COMMISSIONER
ARIEL DUARTE, 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 Chairman L Carlos Sandoval.

ITEM #1 **APPROVED.**
MOTION #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of October 1, 2002. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Cezy Collins, and seconded by Ariel Duarte to approve the Civil Service Commission minutes of October 1, 2002 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

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**MOTION #2 APPROVED.
ITEM #2**

Discuss and take appropriate action to approve a request from Evonne Rinehart, Applications System Analyst I, Information Technology Department to be a recipient for donated vacation leave. (Evonne Rinehart)

ACTION: It was moved by Cezy Collins and seconded by Ariel Duarte to approve a request from Evonne Rinehart, Applications System Analyst I, Information Technology Department to be a recipient for donated vacation leave.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

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

Discuss and take appropriate action to approve the newly created job description of Assistant Director of Parks and Aquatics for the Parks and Recreation Department. (Sally Gavlik, EPCD Regional Parks & Recreation Director)

ACTION: It was moved by Ariel Duarte and seconded by Cezy Collins to approve the newly created job description of Assistant Director of Parks and Aquatics for the Parks and Recreation Department with the following modifications as follows:

SUPERVISES: PARKS MANAGER, & ~~ASSISTANT DIRECTOR OF GOLF COURSE PARKS & AQUATICS STAFF~~

JOB SUMMARY: Provide administrative and supervisory work for park and ~~golf course design~~ and construction, park planning, forestry, and park ~~and golf~~ administration. Responsible for overall management of the Parks and Recreation Department's long-range planning process and capital improvement program.

DUTIES & RESPONSIBILITIES

1. Supervise Park ~~and Golf Course Maintenance~~ daily operations.

JOB STANDARDS:

Preferred: Masters Degree in ~~the area of~~ parks and recreation, planning, business administration, or related field. Eight (8) years supervisory experience in parks and recreation or a related occupation.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

MOTION #4
ITEM #4

APPROVED.

Discuss and take appropriate action to approve the newly created job description of Assistant Director of Golf Course for the Parks and Recreation Department. (Sally Gavlik, EPCD Regional Parks & Recreation Director)

ACTION: It was moved by Cezy Collins and seconded by Ariel Duarte to approve the newly created job description of Assistant Director of Golf Course for the Parks and Recreation Department as submitted by Sally Gavlik, EPCD Regional Parks & Recreation Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

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MOTION #5
ITEM #5 **APPROVED.**

Discuss and take appropriate action to approve the proposed changes to the job description of Chief Investigator for the County Attorney's Office. (Jo Anne Bernal, 1st Assistant County Attorney)

ACTION: **It was moved by Cezy Collins and seconded by Ariel Duarte to approve the newly created job description of Chief Investigator for the County Attorney's Office as submitted by Jo Anne Bernal, 1st Assistant County Attorney.**

VOTE: YES – Collins, Duarte, Sandoval

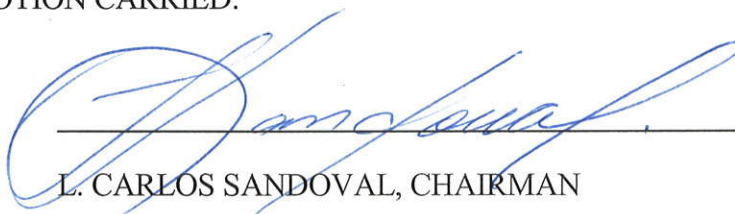
MOTION CARRIED.

MEETING ADJOURNED

By motion of Ariel Duarte and seconded by Cezy Collins, the meeting was adjourned at 2:20 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.



L. CARLOS SANDOVAL, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge