



**EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA**

REGULAR MEETING

DATE: DECEMBER 3, 2002

TIME: 2:00 P.M.

**PLACE: COMMISSIONERS COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE**

POSTED: TUESDAY, NOVEMBER 26, 2002

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of November 5, 2002. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

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ITEM #2 Discuss and take appropriate action to approve the newly created job description of **Administrative Assistant I** for the Nutrition Department to be replaced with the job description of Office Coordinator. (Rosemary Neill, Director/Family & Community Services)

ACTION: _____

ITEM #3 Discuss and take appropriate action to approve the newly created job description of **Assistant Manager** for the Nutrition Department to be replaced with the job description of Assistant Program Director. (Rosemary Neill, Director/Family & Community Services)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve the newly created job description of **Caseworker** for the Nutrition Department. (Rosemary Neill, Director/Family & Community Services)

ACTION: _____

ITEM #5 Discuss and take appropriate action to approve the newly created job description of **Data Entry Clerk II** for the Nutrition Department to be replaced with the job descriptions of Homebound Information Specialist and Information & Referral Specialist. (Rosemary Neill, Director/Family & Community Services)

ACTION: _____

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ITEM #6 Discuss and take appropriate action to approve the newly created job description of **Homebound Case Manager** for the Nutrition Department to be replaced with one Center Director position. (Rosemary Neill, Director/Family & Community Services)

ACTION: _____

ITEM #7 Discuss and take appropriate action to approve the revised job description of **Accountant I** for the Nutrition Department. (Rosemary Neill, Director/Family & Community Services)

ACTION: _____

ITEM #8 Discuss and take appropriate action to approve the revised job description of **Driver I** for the Nutrition Department. (Rosemary Neill, Director/Family & Community Services)

ACTION: _____

ITEM #9 Discuss and take appropriate action to approve the newly created job description of **Economic Development Coordinator** for the Planning & Development Department. (Rod Mercado, Planning & Development Director)

ACTION: _____

ITEM #10 Discuss and take appropriate action to approve the Bailiff position to be "**not**" **covered** under the Civil Service Rules & Regulations. (Robert M. Almanzán, Human Resources Director)

ACTION: _____
